

27 OCT 1994

4.0 INSPECTIONS

- 4.1 Annual Inspections. Reference (a) requires that CDPs operated by or for DoD personnel be inspected four times a year. These inspections are to be unannounced. Three of these inspections shall be conducted locally and the fourth by higher headquarters personnel. The required inspections include:
- 4.1.1 One annual, unannounced local inspection conducted by a multi-disciplinary team appointed by the commanding officer.
 - 4.1.2 One annual, unannounced inspection conducted by Bureau of Naval Personnel (BUPERS) (Pers-65).
 - 4.1.3 One comprehensive fire and safety inspection per year conducted by local, qualified fire and safety personnel. Structural and maintenance standards shall be reviewed.
 - 4.1.4 One comprehensive health and sanitation inspection per year conducted by local, qualified personnel.

27 OCT 1994

INSPECTIONS, cont.

4.2 Multi-disciplinary team. At a minimum the multi-disciplinary team's procedures will ensure compliance with this instruction and consist of a comprehensive review of CDC and FCC operations. The FCC portion shall include 10 percent of the certified homes chosen randomly for an on-site inspection and review of program administration.

4.2.1 The inspection team will include but not be limited to qualified representatives from the following:

- Fire [this inspection can count as one monthly inspection (Section 21.12) or the annual comprehensive inspection]
 - Health/Sanitation [this inspection may count as one monthly inspection (Section 20.1) or the annual comprehensive inspection]
 - Family Services
 - Family Advocacy
 - Parent Advisory Board
 - CDC Director from another command, if applicable
- Each member of the team should be assigned a section of the CDP checklist for their area of expertise. The CDP inspection checklist is provided in Section 32.
 - Inspection team leader will be a designated representative of the commanding officer.
 - Inspection will follow the guidelines provided in CDP inspection checklist.
 - Team review should include but not be limited to SOPs, inspections and follow-up actions, child abuse and prevention measures (visitor sign-in, staff background checks, personnel screenings, etc.), food program, funding, child health records, and personnel training.

27 OCT 1994

INSPECTIONS, cont.

- 4.2.2 Findings and recommendations of the multi-disciplinary team inspection shall be forwarded to the commanding officer.
- A copy of the inspection findings and recommendations will be given or forwarded to the cognizant department head.
 - A plan of action for correction of all discrepancies will be developed by cognizant department head and forwarded to the commanding officer. Commanding officers will ensure timely correction of discrepancies.
 - A copy of the annual CDP inspection findings and recommendations will be filed in the CDC for review during BUPERS inspections.
- 4.2.3 Commanding officers shall forward confirmation of compliance with this instruction to BUPERS (Pers-659) upon completion of the multi-disciplinary team inspection and correction of discrepancies.
- Recommend that the multi-disciplinary team inspection be conducted approximately 6 months after the BUPERS inspection.

27 OCT 1994

INSPECTIONS, cont.

4.3 Comprehensive BUPERS inspections. The BUPERS child development staff will conduct an annual, unannounced, in-depth inspection.

4.3.1 This inspection will ensure compliance with this instruction and, using the checklist provided in Section 32, will consist of a comprehensive review of:

- CDC
 - Facilities
 - Health and sanitation
 - Playgrounds
 - Local inspections/follow-up actions
 - Developmental programs
 - Equipment
 - Staffing
 - Training
 - Child abuse prevention
 - Food service
 - Parent participation
 - Parent interview/patron satisfaction
 - Administration
 - Ratios and group size
 - Records (including documentations of background investigations)
 - Fees/charges
 - Funding
- FCC
 - Developmental programs
 - Training
 - Equipment
 - Administration

27 OCT 1994

INSPECTIONS, cont.

- Local inspections/follow-up actions
- Parent interview/patron satisfaction
- Records (including documentation of background investigations)
- Quality Review Board

- 4.3.2 These inspections shall be coordinated with the responsible Echelon 2/3 command or designee and include an in-brief with the commanding officer, if he/she so desires.
- 4.3.3 A handwritten copy of the inspection checklist shall be left with the commanding officer during the inspection out-brief. Appropriate actions shall be taken to correct deficiencies immediately.
- 4.3.4 A formal report of findings will be prepared and include a designation of an overall rating.
- CDPs receiving a rating of unsatisfactory will be reinspected within 90 days to verify corrections of deficiencies.
- 4.3.5 Any deficiencies impacting health, safety, or child abuse prevention identified on the previous year's inspection will result in an automatic unsatisfactory rating.
- 4.3.6 Findings and recommendations shall be forwarded via the responsible Echelon 2/3 command.
- 4.3.7 Within the time designated in the formal report, the command must provide documentation that identified deficiencies have been corrected. Documentation shall be forwarded to BUPERS (Pers-65) via the chain of command.

27 OCT 1994

INSPECTIONS, cont.

4.3.8 BUPERS will report results of the inspections to the Assistant Secretary of Defense (Personnel and Readiness) who will make periodic, unannounced inspections of selected installations.

4.4 Monthly Inspections

4.4.1 Fire and Safety

- CDC Inspections. Qualified fire and safety personnel will conduct unannounced inspections each month. (See Section 21.)
 - A file copy of the inspection results will be left with the CDC director.
 - A file copy of the fire and safety report will be given/forwarded to the cognizant department head who will ensure timely correction of discrepancies.
- FCC Inspections. Local fire and safety inspector(s) shall conduct the initial and annual inspection of each home. The FCC coordinator/monitor shall review the fire and safety checklist during monthly unannounced home visits.
- One inspection a year shall be comprehensive and include facilities and maintenance.

27 OCT 1994

INSPECTIONS, cont.

4.4.2 Health and Sanitation

- CDC Inspections. Qualified health and sanitation personnel will conduct unannounced inspections of CDC facilities each month. (See Section 20.)
 - A file copy of the inspection results will be left with the CDC director.
 - A file copy of the health and sanitation report will be given/forwarded to the cognizant department head who will ensure timely correction of discrepancies.
- FCC Inspections. The preventive medicine inspector shall conduct the initial and annual inspection of each home. The FCC coordinator/monitor shall review the health checklist during monthly unannounced home visits.
- One inspection a year shall be comprehensive and include a review of children's and personnel files.

- 4.5 Daily Inspections. The CDC director or designee shall conduct a daily examination of the facilities and playgrounds to identify health, safety and fire deficiencies and report deficiencies to the appropriate action officer. Action should be taken on all noted deficiencies within an appropriate amount of time.

27 OCT 1994

INSPECTIONS, cont.

4.6 Remedies for Violations. Life threatening violations to the provisions of this instruction or other health, safety and child welfare laws identified (in an inspection or otherwise) shall be remedied immediately or the CDC (or FCC home) shall be closed.

4.6.1 If the violation is not life threatening, the Echelon 2 commander under whom the installation operates may allow 90 days, beginning on the date of the discovery of the violation, for correction.

- If corrections are not made within 90 days the facility shall be closed.

4.6.2 When corrections cannot be made within 90 days (e.g., facility renovation is required), the commanding officer must submit a request to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) who may waive the requirement to close.

- The waiver request must be submitted in sufficient time to receive a response prior to the end of the 90-day Echelon 2 waiver.
- Requests shall be submitted via chain of command and BUPERS (Pers-6). Waivers to facility fire and safety violations must also be endorsed by Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) (Code 04F) and include a description of compensating measures pending completion of corrections.
- Requests shall include a description of the deficiency, plan of action and milestones with date(s) corrections will be completed.

27 OCT 1994

INSPECTIONS, cont.

- 4.6.3 The Committees on Armed Services for the Senate and House must be notified by the Secretary of the Navy when a CDC is closed for failure to correct violations. This report shall include notice of the violation that resulted in the closing, cost of remedying the violation, and a statement of why the violation has not been remedied at the time of the report. A copy of the report shall be provided to the Assistant Secretary of Defense (Personnel and Readiness) or designee.